



UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

SAUL SABINO,

Plaintiff,

-against-

PORT AUTHORITY POLICE  
DEPARTMENT, et al.,

Defendants.

21-CV-05731 (JGK) (BCM)

**ORDER**

**BARBARA MOSES, United States Magistrate Judge.**

The Court received plaintiff's latest submission, dated October 18, 2022, today by mail. Plaintiff is reminded that he is required to submit documents for filing **to the Pro Se Intake Unit, not directly to Judge Moses.** Documents must be clearly captioned with the title and docket number of this case and addressed as follows:

Pro Se Intake Unit, Room 105  
Thurgood Marshall United States Courthouse  
40 Foley Square  
New York, NY 10007

As a courtesy to plaintiff, my chambers staff delivered his latest submission to the Pro Se Intake Unit for filing. We are under no obligation to do so, and will not do so again.

Dated: New York, New York  
November 28, 2022

**SO ORDERED.**

A handwritten signature in blue ink, appearing to read "Barbara Moses", written over a horizontal line.

**BARBARA MOSES**  
**United States Magistrate Judge**